



Director of Plant Operations & Maintenance JOB DESCRIPTION

Position Title:	Director of Plant Operations & Maintenance	Exemption Status:	Exempt
Job Classification:		Job Code:	
Department:	Plant Operations & Maintenance		
Reports to:	Chief Executive Officer		
Last Update:	November 3, 2015		

Job Summary

Primary responsibility is to plan, organize, develop and direct the overall operation of the Plant Operations and Maintenance Department in accordance with policies and procedures, current federal, state, and local standards, guidelines and regulations governing our facility to assure that our facility is maintained in a safe and comfortable manner. The Director is responsible for Plant Engineering, Maintenance, Groundskeeping, Safety/Security, and oversight of contracted Biomedical Agency for medical equipment.

Essential Functions

- Promotes the mission, vision, and values of the organization.
- Directs all staff in the fulfillment of project assignments, within budget and on schedule.
- Assures that all department staff maintains required training in hazardous materials and safety as established by OSHA guidelines.
- Maintains safe working conditions and practices.
- Trains employees in proper work practices and maintains training on a regular basis.
- Monitors department staff to assure that they are following established safety and infection control policies and procedures including body mechanics and ergonomics.
- Ensures that department staff effectively participates in all fire safety and disaster preparedness drills in a safe and professional manner.
- Maintains the interior and exterior of all buildings and grounds in all seasons.
- Provides for 24 hour coverage.
- Ensures the performance, condition, and reliability of all plumbing, mechanical and electrical equipment to ensure efficient operation.
- Develops, evaluates, and maintains Preventative Maintenance Programs.
- Develops, implements, and maintains written maintenance policies and procedures.
- Assures that outside services are properly completed and supervised in accordance with contracts.
- Ensures that all contractors comply with and follow the Expectations for Contractors. This includes Interim Life Safety Measures.
- Conducts an annual assessment of facilities to identify needed improvement and repairs.
- Provides fiscal management for department operations to ensure proper utilization of financial resources.
- Prepares and plans department's operating and capital budget, and forecasts needs of the department.
- Schedules required major equipment purchases, remodeling, and special projects as assigned.
- Purchases equipment and supplies as necessary or as may be required by the department.

- Participate in selection of, and manages work of, required consultants.
- Reviews billing from contractor/vendors for accuracy.
- Ensures safety of all patients, visitors, and staff.
- Plans and coordinates with the Safety Officer to carry out fire drills in accordance with State Fire Regulations.
- Work with Education Director to ensure that required annual fire safety training is offered to all staff.
- Develops, evaluates and maintains key control and badge proxy access to ensure building security.
- Coordinates with Human Resources for all employee door proxy badge access, keypads codes, etc.
- Serves as an active member of the Safety committee.
- Serves as an active member of the Quality Committee and provides quality report on established matrixes.
- Serves on the Infection Control Committee and works closely with the Director of Infection Control to provide a safe environment.
- Maintains telecommunication systems and acts as primary contact for all service and maintenance.
- Ensures that the maintenance staff is adequately trained in the areas of telephone, HVAC, plumbing, electrical, environmental controls, security systems, etc.
- Coordinates contractor telecommunications support, as directed.
- Works with and coordinates maintenance and repairs of medical equipment with the contracted Biomedical Agency.
- Ensures compliance with the Preventative Maintenance of all medical equipment.
- Inspects & performs minor repairs on medical equipment as needed, i.e. batteries, cables, power cords, minor hardware, etc. This is performed before determining that the repair must be performed by the Biomedical Agency. Once this is determined, contact biomed group and have a repair ticket generated.
- Develops job related knowledge, skills and abilities.
- Becomes thoroughly familiar with maintenance services, office standards, policies and procedures.
- Participates in continuing educational opportunities for personal growth and development.
- Is responsible for the implementation, monitoring and evaluation of performance improvement and CQI activities
- Attends and participates in hospital committees, as appropriate.
- Rotates call with department staff on a regular basis.
- Promotes effective intradepartmental and interdepartmental relationships.
- Directs and participates in the human resource management function for the department by coordinating the selection, promotion, orientation and performance appraisal processes.
- Establishes and maintains standards of performance.

Non-Essential Functions

- Perform other duties as assigned

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintains standards of professional society procedures and ethical behavior.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Participate in performance improvement and continuous quality improvement activities.
- Attend committee, CQI and management meetings as appropriate.
- Ensure compliance with policies and procedures regarding department operations, fire, safety, and infection control.
- Effectively and consistently communicates administrative directives to personnel and encourages interactive departmental meetings and discussions.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.

Qualifications

- Bachelors of Science degree in engineering, architecture, safety, construction management or related field preferred.
- Seven years' experience in related career field.
- Minimum of three years supervisory experience in motivating, training, appraising, and directing the efforts of professional and technical staff in a maintenance position.
- Working knowledge in operation and maintenance services, groundskeeping, low pressure hot water boilers, refrigeration and air conditioning, generators, plumbing and electrical systems, and equipment maintenance.

- Must be knowledgeable in building codes and safety regulations.

Preferred Qualifications

- 5 years' experience in a healthcare environment
- 3 years' experience in a management setting in healthcare
- Experience with DNV (Del Norske Veritas) or TJC (The Joint Commission) survey processes
- Knowledge or experience with CMS (Centers for Medicare/Medicaid Services Conditions of Participation)

Knowledge, Skills, and Abilities

- Strong organizational and interpersonal skills
- Knowledge of all Federal, State, & Local codes.
- Knowledge of OSHA, NFPA, Life Safety, & NEC Electrical Codes
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

Physical Requirements and Environmental Conditions

- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting objects
- Manual and finger dexterity
- Hand and eye coordination
- Standing and walking for extensive periods of time
- Lifting and carrying items weighing up to 50 lbs
- Corrected vision and hearing to within normal range
- Work under stressful conditions
- Work irregular hours including after hours
- Work in varying degrees of temperature (heated or air conditioned)
- May review interior and exterior work locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.
- May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date